



**National Association of  
Historically Black Colleges and Universities  
Title III Administrators, Inc.**  
[www.hbcut3a.org](http://www.hbcut3a.org)

**CRITERIA FOR THE 2022 SCHOLARSHIP PROGRAM**

**Eligibility**

At a minimum, an eligible applicant must:

1. be an undergraduate student;
2. not be a former National Association of HBCU Title III Administrators Scholarship recipient;
3. be enrolled full-time as an undergraduate at one of our member institutions and must have completed at least 15 credit hours at the undergraduate level prior to submission; and
4. have a (minimum) cumulative GPA of 2.5 or better on a 4.0 scale.

**Application Submission Requirements**

- Applicants must submit their application via email to [nahbcut3ascholarship@gmail.com](mailto:nahbcut3ascholarship@gmail.com) by **Friday, September 9, 2022.**
- It is recommended that **all required documents** are sent in one email. You may submit the documents as separate attachments or you may submit all the typed documents in one attachment and the photo in a separate attachment.
- Incomplete or late applications will not be accepted, and the application period is not anticipated to be extended.
- A printed transcript may require a few days or a week or more to be prepared and issued to you and may involve some expense. It is highly recommended not to wait until the application period is ending to request a transcript.
- **The official transcript is the only document that will be accepted via postal mail or a separate email as an e-transcript.**
- Mailed application packets will not be accepted.

**To successfully complete and submit the application packet, you must provide the following:**

- ✓ Applicant Information Form
- ✓ Essay (not exceeding 700 words)
- ✓ Two (2) Letters of Recommendation (on letterhead)
- ✓ High-resolution headshot photo of yourself
- ✓ Official transcript (e-transcript or mailed copy)
- ✓ (optional for veterans) a copy of the government-issued DD-214.
- ✓ Statement of Accuracy (signed by the Institution's Title III Director)



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## Essay

You must submit an essay not exceeding 700 words.

The applicant's name and address must appear on the top right corner of each page of the essay. The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).

The essay should clearly address the following:

- A. Tell us about yourself, including your background and interest.
- B. What is your ultimate educational goal and how will you achieve it?
- C. Why did you choose the HBCU you currently attend?
- D. How will you give back (including to your alma mater) or influence others as a result of your education?
- E. Why should you be awarded the scholarship (e.g., financial need, family responsibilities, etc.)?

## Letters of Recommendation

You must include in your application packet two (2) letters of recommendation, one of which must be from your current institution such as your advisor, a faculty member or an administrator on institutional letterhead.

The letters should reflect:

- ✓ the applicant's involvement in extra-curricular and/or leadership activities; and
- ✓ a description of the applicant's work ethic, initiative, responsibility and your creativity (specific examples should be cited).

## Photo

You must submit a high-resolution headshot photo of yourself.

## Transcript

You have the option to submit an official electronic transcript (e-transcript) or mail an official sealed transcript.

If you choose to provide an e-transcript, please contact your institution's Office of the Registrar (or Student Records Office) to order the e-transcript. Please have your e-transcript emailed to: [nahbcut3ascholarship@gmail.com](mailto:nahbcut3ascholarship@gmail.com). **Please make sure that our email address is correct.**



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If you provide the wrong email address and 1) the email address is a valid address and 2) the transcript is delivered and opened, you will probably need to request a new transcript. This may result in another charge. If the transcript has not been opened, your Registrar's Office should be able to resend it to the correct address at no additional charge.

If you choose to mail an official sealed transcript, please send the transcript to:

*Jackson State University  
Title III Programs  
Attention: Dr. Mitchell M. Shears  
1400 John R. Lynch Street  
Jackson, Mississippi 39217*

The Federal Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, all students (or parent/guardian if 18 years of age or younger) must provide consent for release of their academic records. Submission of a transcript for consideration of being awarded a scholarship constitutes this consent for internal use of that particular record.

### **Verification of Veteran Status (Optional)**

You can provide verification of your status by attaching a copy of your government-issued DD-214. On the copy that you will attach to your application packet, cross out your social security number as well as other information you deem sensitive with a black marker. We do NOT need your social security number to verify your status.

### **REMEMBER**

- The deadline for the application to be received is **Friday, September 9, 2022.**
- The completed application packet must be emailed to [nahbcut3ascholarship@gmail.com](mailto:nahbcut3ascholarship@gmail.com).
- The only item that should be sent as a separate document is the official transcript. It may be sent via postal mail or sent as an e-transcript. All other application material must be submitted via email.